



FIRST AID POLICY

White Meadows Primary Academy First Aid Policy

GENERAL STATEMENT:

The Governors and Head Teacher (Executive Headteacher and Head of School) of White Meadows Primary Academy accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the Academy.

The Governors are committed to the legal procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995, amended in April 2012.

The provision of First Aid within the Academy will be in accordance with the legal guidance on First Aid in Academy.

Signed _____
(Headteacher)

Date _____

Signed _____
(Chairperson of the Governing Body)

OBJECTIVES:

White Meadows Primary Academy will ensure that all pupils and staff, also contractors' and visitors, have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

AIMS:

- To administer first aid to pupils when in need in a competent and timely manner.
- To communicate pupil's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained with a paediatric First Aid Certificate.
- To refresh the training on a regular basis.

IMPLEMENTATION:

A sufficient number of staff members (whose names are displayed on the first aid room notice board) have been trained in paediatric first aid. Mrs Alison Ferrier, Assistant Headteacher, is responsible for ensuring training is updated regularly.

A first aid area will be available for use at all times. Comprehensive first aid kits will be stored in each year group as well as central school areas such as the school office and the first aid room. Kits will also be made available for external visits, based on the risk assessment for the visit.

A supply of medications for pupils will be available in a locked cupboards in the First Aid Room. It is not seen to be a general action to medicate the pupils. There is suitable paperwork to be signed prior to any medication being applied.

The first aid duties will be organised to suit the Academy's needs. One staff member will be nominated daily for treatment of minor injuries during break and lunch times. A year group first aider will treat pupils throughout the school day.

Adopted: May 2018

Updated: May 2021

Next review: May 2024

All injuries or illnesses that occur during class time will be referred to the class teacher or year leader, who will manage the incident. All injuries or illnesses that occur during break or lunch, will be referred to the teacher on duty in the first aid room.

A confidential up-to-date register located in the first aid areas will be kept of all injuries or illnesses experienced by pupils that require first aid. This should be data protected. The staff accident book is accessible to all staff and kept in the school office. All staff accident forms are signed by the Head of School/Executive Headteacher.

All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff. These gloves should be LATEX FREE, where practicable to do so. The aim is to protect the casualty from latex reactions compromising the casualty's recovery.

Minor injuries only will be treated by staff members on duty, while more serious injuries - including those requiring parents to be notified or suspected treatment by a doctor – require a Level 2 first aid trained staff member to provide first aid.

Any pupil with injuries involving blood must have the wound covered at all times.

No medication, including headache tablets, will be administered to pupils without the express written permission of parents or guardians.

No medication may be shared between staff, visitors or others who are on site. Medication is the individual's responsibility when on site.

Parents of all pupils who receive first aid, when considered necessary, will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardians.

Any pupil who is collected from the Academy by parents/carers as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than "minor" will be reported on the Academy Trust online Health and Safety Accident Form.

Parents of an ill pupil will be contacted to take the pupil home following the authorisation by a member of the Senior Leadership Team.

Parents who collect a pupil from the Academy for any reason (other than emergency) must sign the pupil out of the Academy in a register maintained in the Academy office.

All staff have authority to call an ambulance immediately in an emergency. If the situation and time permit, a staff member may confer with others before deciding on an appropriate course of action.

All educational visits will have at least one paediatric first aid trained staff member at all times. A comprehensive first aid kit will accompany all visits.

All pupils, especially those with the documented asthma management plan/healthcare plan, will have access to an inhaler and a spacer at all times.

The named person responsible for first aid, Michelle Packham, is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.

Adopted: May 2018

Updated: May 2021

Next review: May 2024

At the start of each academic year, requests for updated first aid information will be sent home including requests for any asthma management plans, high priority medical forms, and reminders to parents of the policies and practices used by the Academy to manage first aid, illnesses and medications throughout the year.

General organisational matters relating to First Aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma medication will also be given at that time.

EVALUATION:

This policy will be reviewed as part of the Academy's termly review cycle. Take out and put review date on the front cover.